

TRAINING SELECTION COMMITTEE PROCEDURES FOR REQUESTING TRAVEL



FUNCTION CODE: 341

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Contents:

- I. Purpose
- II. Policy
- III. Definitions
- IV. Responsibilities of the Training Selection Committee
- V. Request for Travel
- VI. Disbursement/Reimbursement
- VII. Constraints
- VIII. Responsibility of Employee Requesting Travel
- IX. References
- X. Proponent Unit
- XI. Cancellation

I. Purpose

To establish the responsibilities of the Training Selection Committee and related procedures for requesting travel in conjunction with training, meetings, conferences, etc. *For FOP bargaining unit employees, these procedures have been established in accordance with the Collective Bargaining Agreement.* (CALEA 22.2.11, 33.1.10)

II. Policy

It is the policy of the department to encourage its employees to seek opportunities to participate in those professional improvement programs which will best serve the goals of the department. When departmental employees attend training provided by outside agencies, the same level of legal liability applies to the Montgomery County Department of Police as it would to in-county training. (CALEA 33.2.4.F)

III. Definitions

- A. Official County Travel - Travel for the purpose of attending meetings, conferences of professional or similar associations, and for the purpose of attending schools or training sessions, which will be directly beneficial to the county; and travel necessary for an employee to carry out beneficial county business.
- B. Non-Local Travel - That area outside a 75 mile radius of the County Office Building in Rockville, Maryland.

- C. Local Travel - That area within a 75 mile radius of the County Office Building in Rockville, Maryland. Baltimore and Annapolis are in the local area.

IV. Responsibilities of the Training Selection Committee (CALEA 33.1.4.B)

- A. The Training Selection Committee shall consist of the three (3) bureau chiefs. The Chief of Investigative Services Bureau will act as chairperson of the committee. (CALEA 33.1.4.A)
- B. Responsibilities: (CALEA 33.1.4.D)
 - 1. Review applications for training and travel and make recommendations to the Chief of Police for approval. The recommendations will be based on the criteria enumerated below. The authority to approve administrative leave (PIL) resides with the Chief Administrative Officer or his designee. The Chief of Police has been delegated approval authority but no further delegation is authorized. (CALEA 33.1.4.C)
 - 2. Forward committee recommendations to the Chief of Police for approval. (CALEA 33.1.4.E)
 - 3. The chairperson of the committee will notify employees of the Chief's decision.
 - 4. Recommendations for travel will be forwarded to the Chief of Police and a copy to the Management and Budget Division no less than thirty (30) days prior to the travel or registration date for each respective request.
 - 5. The Training Selection Committee shall hold meetings on an "as needed" basis.
- C. Criteria for Approval/Disapproval
 - 1. Approval will be based on one or more of the following:
 - a. Value of training session
 - b. Relevance to the needs of the department
 - c. Cost of training/travel
 - d. Follow-up training
 - e. Relevancy of the requested training to employee's current duty assignment as supported by written endorsement from the employee's supervisor and manager. This endorsement shall attest to the employee's suitability for the training.

- B. Generally, no expenditures for meals, lodging, etc., will be authorized for local travel.
- C. Lodging (single room rate), transportation and meal expenditures are authorized for non-local travel. *Employees are entitled to the per diem amounts specified in Administrative Procedure 1-2, for meals, including tips. FOP bargaining unit employees shall receive the rate specified in Article 23 Section A.6, of the Collective Bargaining Agreement.* If an employee is traveling to an area with extraordinarily high costs, the Chief of Police may waive the per diem reimbursement limit.
- D. Receipts are no longer required for meal expenditures unless the per diem limit has been exceeded. In those cases, a receipt must be obtained, signed by the Chief of Police or designee approving the overage, and submitted to the Department of Finance. Other expenditure claims must be supported by original receipts.
- E. Personal items, alcoholic beverages, entertainment, flight insurance and expenses of the employee's family are not authorized expenditures.

- F. *Mileage allowances for the use of a personal vehicle are authorized when an employee uses the vehicle to travel to/from authorized training and a county vehicle is not available.* Reimbursement will be at the rate set in the County Administrative Procedure 1-5. *For FOP bargaining unit members, reimbursement will be at the rate set in the Collective Bargaining Agreement, Article 23, Section A.6, and Article 35, Section N.*
- G. Local and long distance telephone calls and telegraph charges will be allowed for official county business only.
- H. A Travel Expense Voucher must be submitted within ten (10) working days after the travel is completed by the Management and Budget Division. Receipts covering total expenditures must accompany the Daily Expenditure Form (MCP 440). Room charges must be itemized and show expenditure by day and category. Failure to provide receipts will result in a reduction in the amount of reimbursement.

VIII. Responsibility of Employee Requesting Travel

- A. When travel (training) is approved, the employee is responsible for making travel arrangements and reservations.

- B. Personnel traveling will be required to submit within ten (10) days of their return form MCP-440, Daily Expenditure Form, to the Management and Budget Division, as well as any excess advanced funds. All original receipts must be attached to the expense form. (CALEA 33.1.8)
- C. Personnel traveling as defined in III, A. will be required to submit within ten (10) days of their return, an in-depth report on the meeting, conference or training session attended. Copies of all relevant handouts or training materials should be included.
- D. The Director, Police Training Academy, will be the recipient of these reports and materials and will submit a quarterly report to the Chief of Police indicating personnel who received training, type of training and any costs incurred.

IX. References

- A. Administrative Procedure Number 1-2.
- B. Administrative Procedure Number 1-5.
- C. *FOP Collective Bargaining Agreement, Articles 22; 23A.6; and 35N.*

X. Proponent Unit: Office of Planning and Policy

XI. Cancellation

This directive cancels Function Code 341, effective date of 08-13-93.



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Chief of Police

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